

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Office of Inspector General
2 E 49

EXTENSION

NO.

DATE

20 October 1975

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director
Office of Personnel

10-21-75

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ILLEGIB

appropriate comments on
your report.

Also planning with
Copy of our report on
Situation to Mem
Council

3-5-

ask

to
review & give
me her comments -
JH

5-7

Dick:

I have some thoughts on
this - Also, a question on
two

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75-2451

20 October 1975

INSPECTOR GENERAL

75-3137

MEMORANDUM FOR: Director
Office of Personnel

SUBJECT : Upgrading Secretarial Salaries

STAT

1. I am not now actively investigating the [] case (wants her job reclassified) because of your study which has gone to the Management Committee. However, I am still pondering the question of how to solve the problem we face of having so many good secretaries who are unable to be promoted because of classification and ceiling difficulties.

2. It occurred to me last week that one possible avenue for improved status for our secretaries, as well as a possibility for more money, would be for the Agency to recognize the certification activity known as the "Certified Professional Secretary" (CPS). The CPS is a very tough and excellent professional examination. Perhaps the Management Committee would be willing to accept the notion that if any of our secretaries, regardless who they worked for, successfully completed the CPS, they would be recognized in some remunerative manner. For example, a secretary working in a GS-07 position who successfully completed the CPS would be promoted to a GS-08 even though for the time being she might remain in a GS-07 slot. I suppose this would raise a number of administrative problems, but I don't see why they couldn't be worked out.

3. Pursuing this idea, I called The National Secretaries Association which sponsors the CPS program and was told that, indeed, the CPS examination is a very tough one and that many companies recognize the achievement through higher salaries and certainly more status. The Institute (in Kansas City) has sent me a batch of material which I attach for your attention. Would you please return this material when your people have had a chance to look it over. Included also in the package is the name and address of The National Secretaries Association's Director of Research and Education, who, I was told, would be very happy to provide us with their research on salaries, status levels, classifications, etc.

STAT

[]
Office of the Inspector
General

Attachment
As stated

cc: Inspector General

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